

# MANDATORY VOLUNTEER TRAINING



All staff, coaches, scout leaders (except Boy Scout Leaders) and all volunteers who work with children on a regular basis are required by the Archdiocese of Milwaukee to attend a three hour training session entitled Safeguarding All of God's Family. This training is **MANDATORY** if you plan to volunteer in the health room, lunchroom, library, playground, chaperone a field trip or work in the classroom.

## What is the program?

The Archdiocese's goal of the Safeguarding All of God's Family program is to protect our children and all of our family from sexual abuse and related dangers. Many of the components of Safeguarding All of God's Family employ the VIRTUS program developed by the National Catholic Risk Retention Group, Inc. Besides the three hour program, a background/criminal check is done on all volunteers and certain documents must be read.

"All Church personnel, as well as volunteers who work with children, are required to complete this program for continued employment or to be considered a volunteer. If a person feels he or she has a grave reason for not participating, the person may write Archbishop Listecki to explain the situation. A reasonable alternative to the requirement will be considered on an individual basis." Parish Packet Page B-5 of 5

## How do I register for the program?

1. Log onto the Archdiocese web site: [www.archmil.org](http://www.archmil.org)
2. Click on the Safeguarding All of God's Family link
3. Select the link for Parish & School Employees and Volunteers
4. Click on Registration Instructions
5. Follow the Safe Environment Registration Procedures

## Besides attending the program, what else do I need to do?

1. Read the Mandatory Reporting Responsibilities document found on the Archdiocese website.
2. Read the Code of Ethical Standards document found on the Archdiocese website. Sign the last page and turn it into the school office.
3. Fill out the Credit Report Agreement for the background/criminal check and return it to the school office.
4. After you attend the three hour training, turn in your certificate of attendance to the school office.

## When can I begin to volunteer at the school?

As soon as you have completed steps 1-4 above and turned in all necessary paperwork, you may volunteer.

## Do I have to participate in this program every year?

No. Once you've attended the Safeguarding All of God's Family class and handed in all necessary paperwork, you are cleared to volunteer. You will, however, need to update your criminal background check every five years.



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